| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact with hazardous cleaning chemical products |  | Skin Irritation  Splashes (eyes)  Allergies Burns | H | Safety Data Sheets (SDS) have been obtained for all hazardous chemicals and a copy kept  on file in a suitable location, accessible by relevant staff |  |  |  |  |
| H | When purchasing chemicals, e.g. for cleaning, the least hazardous chemical is purchased |
| Personal Protective Equipment (PPE) is provided and worn as directed on the SDS |
| Chemicals are labelled correctly and stored safely in line with Classification, Packaging and Labelling (CPL) Regulations and SDS requirements |
| Unauthorised access and use of chemical products is prohibited |
| Contact with biological agents |  | Needle- stick injury | H | All biological fluids, e.g. blood, are treated as potentially infectious and gloves are worn during clean-up |  |  |  |  |
| To reduce the possibility of needle-stick injury, individuals should not put hands into bins or into areas where the contents cannot be seen |
|  |  | Infectious disease outbreak | H | Clinical waste must be disposed of in a clinical waste /sharps  bin. All clinical waste must be disposed of by an appropriate waste disposal company |  |  |  |  |

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /

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